QUOTA CORRECTION STEPS

1. LIST OF EMPLOYEES WITH NEGATIVE QUOTAS

Run the PT_BAL00 report, with variant /NEGQUOTA-PHS1, to identify your employees with negative balances. Refer to the **Identifying Employees with Negative Balances** Quick Reference Guide located on BEACON University Help for assistance in running this report. (Note: the variant above limits the results to the quotas listed below.)

After determining the employees with negative balances, divide the records into groups by the quota type:

10 – Vacation Leave

15 – Sick Leave

50 – Bonus Leave

65 – Community Service Leave

66 - Community Service Leave - Tutoring

2. CHECK INFOTYPE 2013S

Using PA30 or PA61, review the employees' infotype 2013 records for the quotas that are negative.

Look for multiples on the same day. There should only be one 2013 record for each quota type for a single date.

Verify the 2013 record from go-live conversion, if applicable. For vacation (10), sick (15), and bonus (50), there may be a conversion record that brought in the employee's existing balance. For the Community Service Leave quotas (65 and 66), there should not be a conversion record –starting balances are established with an accrual from Time Evaluation. There may be a correction record from go-live (to reduce hours) if the employee had previously used some of their annual CSL accrual.

For wave 1, the conversion records were dated 12/1/2007. These records cannot be changed due to date controls. If the conversion 2013 records are not correct, a new correction record dated 12/15/2007 can be entered to adjust the go-live balance.

For wave 2, the conversion records were dated 4/1/2008. These records can be changed directly if necessary.

Employees hired after go-live may have conversion 2013 records, but these should be dated the first day of their active employment.

In most cases, there should not be any other 2013 records for these employees. If there are, these may be the source of the negative balance. For example, if a 2013 record was created to correct or zero out a conversion balance after absences had been deducted from the conversion balance, then EE will have a negative remaining balance. Absences that deducted from the incorrect conversion balance will need to be rekeyed and deducted from an appropriate quota or keyed as LWOP if no other quotas are available.

Refer to the **Quota Corrections** Quick Reference Guide for specific details on properly managing 2013 records.

If changes are made or new 2013 records are entered, Time Evaluation must run before results will be seen or further processing can occur.

If the conversion 2013 records are correct, then proceed to the next step.

3. CHECK THE QUOTA OVERVIEW

Access the PT50 transaction and select “All” on the *Selection Dates* tab. Then click on the *Absence Quotas* tab.

For the negative quota, review the Entitlement amount. The Entitlement amount is the sum of 2013 records, regular accruals, and leave offsets from Time Evaluation. If this amount is zero, then the employee was entitled to that quota at some point but no longer has that entitlement due to master data corrections or adjustments to the Time Evaluation program. If the entitlement is negative, then review the 2013 infotypes once more to ensure any records to reduce the EE’s quota are valid.

Review the Remaining amount. The Remaining amount is the sum of the Entitlement minus the Requested amount. The Remaining amount should be the same as the negative balance from PT_BAL00.

Review the rows on the *Accrual Information* tab to make sure that there are no extra or missing entries. There will be a row for every 2013 record, regular accrual, and leave offset for the quota type you are investigating.

If the Requested amount is greater than the Entitlement amount and there are no other available quota hours, then some absences may have to be rekeyed as LWOP absences since the employee does not have any quotas from which to deduct the absence.

If the intent of any 2013 quota correction was to reduce the quota balance, check the deductions by going to the *Absence Quotas* tab and clicking on the "Expand" button. Highlight the row below the quota that shows a non-zero amount in the Requested column and then click on the "Deductions" button. A pop-up window will list the time records that resulted in a deduction from that quota. To change the quota from which these absences were deducted, go to the *Updating Absences* step below.

If the rows on *Accrual Information* tab are complete and correct, proceed to the next step.

4. UPDATING ABSENCES

Refer to the **Updating Absence Deductions** Quick Reference Guide located on BEACON University Help for assistance in updating or touching each absence.